UNITED
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Secretariat

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INFORMATION CIRCULAR

To: Members of the staff

From: The Assistant Secretary-General for Conference and Support Services

Subject: INTER-OFFICE MAIL DELIVERIES AND USE OF SPECIAL MESSENGERS

1. In keeping with the objective of the Secretary-General to achieve maximum efficiencies throughout the Secretariat, the following are the new arrangements that have been put into place to effect the pick-up and delivery of inter-office mail, including the special messenger service known as "specials", throughout the Headquarters complex. These arrangements will establish a new schedule for regular messenger pick-ups and deliveries, as well as the procedures for the use of special messengers by authorized officials.

Regular scheduled service

2. Staff members are first reminded that only official correspondence or material required for organizational use may be sent by inter-office mail. Inter-office mail that does not appear to be in conformity with these instructions on content may be left uncollected in the tray.

3. The regular messenger runs will now take place three times daily: at 10 a.m., 2 p.m. and 4 p.m. Mail picked up on the 4 p.m. run will be delivered the next workday on the 10 a.m. run.

4. The mail stations in the Alcoa building and in the UNITAR building will no longer be staffed on a full-time basis. Collection and delivery of mail to these outlying buildings will be accomplished during the regular messenger runs to the central collection/drop-off points at rooms A-6132 and U-522 in the Alcoa and UNITAR buildings, respectively.

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5. Multiple messenger stops within a common space will be consolidated based on the organizational relationship between the offices concerned. A list of all pick-up points on each floor will be posted on the relevant notice-boards and provided to all offices concerned.

Special messenger service

6. The Messenger Unit will accept telephone requests for the pick-up of "specials" only from the immediate offices of the Secretary-General, the President of the General Assembly and the Under-Secretaries-General and Assistant Secretaries-General within the United Nations complex. The telephone extension to be called is 3-5241.

7. It should be noted that only official documents or correspondence that are highly confidential or urgently needed and are not suited for transmission by facsimile or electronic mail may be sent by special messenger. All other mail must be transmitted via the regular messenger runs.

8. The pick-up of "specials" from officials other than those identified in paragraph 6 above will be carried out according to an hourly schedule of pick-ups at predetermined locations. Each such location will be furnished with a tray marked "specials". Senders of "specials" will be required to complete the transmittal slip located by the designated tray, staple it to the messenger envelope and place the messenger envelope in the tray. On those floors where no trays for "specials" have been placed, authorized users will be required to deliver their "specials" to the messenger station serving their floor for forwarding. Messenger stations are at the following locations: rooms S-3794, S-2094, S-1594, S-0294, S-B1-02, S-B3-02, DC-1-0370, DC-2-0395.

9. A scheduled pick-up of "specials" will commence at 9.30 a.m. and every hour thereafter up to 5.30 p.m. "Specials" to and from offices within the Secretariat Building will be delivered, to the extent possible, within an hour from the time of pick-up. "Specials" transmitted between buildings will be delivered, to the extent possible, within 90 minutes from the time of pick-up.

10. After 5.30 p.m. only "specials" to or from the Electronic Messaging Unit (Cable Office) or the Office of the Secretary-General will be picked up.